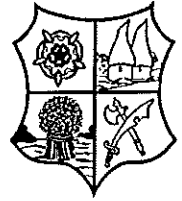


ALTON Town Council



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Town Hall
Market Square
Alton
Hampshire
GU34 1HD

Town Clerk: Mrs Leah Coney

19th April 2018

Dear Councillor

You are hereby summoned to a **meeting of the OPEN SPACES COMMITTEE** in the Town Hall, Market Square, Alton on **Thursday 26th April 2018 at 7:00pm** when the under mentioned business will be transacted.

Yours sincerely

Mrs Leah Coney
Town Clerk

To: Members of the Open Spaces Committee

| | | |
|---------------------------|---|---------------|
| Councillor Graham Hill | - | Chairman |
| Councillor Pam Jones | - | Vice Chairman |
| Councillor Sharon Cullen | | |
| Councillor Mike Dicker | | |
| Councillor Bisi Eni-Olotu | | |
| Councillor Derek Gardner | | |
| Councillor James Voller | | |

Copied to: All other Councillors for information

ALTON TOWN COUNCIL

OPEN SPACES COMMITTEE –26th April 2018

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of previous meeting held on 21st February 2018
- 4 Declarations of Interests - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.
- 5 To consider any requests for Dispensations to allow Councillors with pecuniary interests to speak and vote
- 6 Questions from members of the public (including those received in writing).
- 7 Grounds Team Report
- 8 Allotments Update
- 9 Walkers are Welcome.
- 10 Alton Rugby Football Club proposal.
- 11 Update reports for information only
 - i) Public Spaces Protection Orders
 - ii) Path for Park and Stride at Anstey Park
 - iii) Netball Courts at Anstey Park
 - iv) Parterre Garden
 - v) Wey Walk
- 12 Kings Pond and Flood Meadows Management Plans
- 13 CCTV
- 14 Receive the meeting notes of the Footpath Wardens on 15th March 2018

**ALTON TOWN COUNCIL
OPEN SPACES COMMITTEE
MINUTES OF THE MEETING HELD ON WEDNESDAY, 21st FEBRUARY 2018
AT THE TOWN HALL AT 7:00PM** ✓

Present: Councillor Graham Hill - Chairman
Councillor Sharon Cullen
Councillor Pam Jones
Councillor James Voller

In attendance: Mrs Leah Coney - Town Clerk
Mrs Pat Harris - Finance & Administration Manager
4 members of the press and public

313 Chairman's announcements

The Chairman made the following standard announcements:

1. Reminded everyone present to switch off or silence their mobile phone.
2. Advised the hearing loop is in operation and devices should be switched to the "T" position.

314 Apologies

Apologies were received from Councillors Mike Dicker & Derek Gardner.
Councillor Bisi Eni-Olotu did not attend the meeting.

315 Minutes of the Last Meeting

The minutes of the meeting held on 4th October 2017 were confirmed as a correct record and signed by the Chairman

316 Declarations of interest

The Chairman reminded members of their obligation to disclose any pecuniary interest in items on the agenda. None were declared.

317 To consider any requests for Dispensation to allow councillors with pecuniary interests to speak and vote

No requests were tabled.

318 Questions and representations from Members of the Public

1. A member of the Amery Hill Residents Associations and the Wey Walk Working Group spoke on Agenda point 12.vii (Land at Will Hall Farm) urging the Town Council to consider acquiring the land in question which is currently owned by the developer. Three key arguments to support their views were:
 - (i) The land could ensure the Wey Walk has a start and an end under the ownership of the council

(ii) The land is to contain two lagoons which as part of the developers flood mitigation needs to be professionally managed given they will act as reservoirs to hold any overflow run off before integrated into the River Wey.

(iii) It is their belief that if the land was owned by the council, this would “protect” the town and could act as the start of the story and note the end.

In responding Councillor Graham Hill advised that no decision would be made tonight on the matter raised but felt these were very important points to keep in mind.

2. On another matter the same resident advised that he had attended a meeting with Thames Water in the company of Councillor Graham Hill regarding sewage issues which run down Old Odiham Road which comes up through the manhole covers and into the River Wey. Resident representatives provided Thames Water with documentary and photographic evidenced and in response Thames Water have promised investigations will be undertaken and have pledged to share the report produced and the proposed action they will take.

Councillor Graham Hill stated that it was important that this investigation takes place and action is taken in view of the large development under construction at Will Hall Farm given that the first residents will be moving into their new homes shortly.

3. A local resident, who had raised these matters at previous Open Spaces Committee meetings, wished to congratulate the town council on the path works that had been undertaken at Flood Meadows.

He enquired whether the Minutes of Open Spaces could be e-mailed to him, but was advised these are published on our website.

He asked whether there was likely to be anything done regarding establishing a footpath from the Lenten Street entrance around to Brandon Close. The Chairman advised that this is on the Agenda for later in the meeting and a copy of the Action Plan which was to be received by the Committee was provided to the resident.

He advised that the tree roots along the “avenue” as he referred to it by was causing issues with the footpath.

Disappointingly, despite his request for scalplings to be laid in the kissing gates at Greenfield Amenity Land, this had not been done. However in response, it was confirmed that this work had taken place at the beginning of October but due to heavy footfall this is work that needs to be repeated at the beginning of next autumn and during the winter but of course would be subject to prevailing weather conditions.

4. A local resident requested that the Town Council agree to her request for a commemorative bench to be placed at Windmill Hill, which would be paid for by her.

Secondly the question was asked if anything could be done regarding the Alton Lions bench at The Butts as due to the very wet ground conditions, its sits in a pool of water.

The Town Clerk advised that unfortunately this is a problem at a number of the council's Open Spaces but is very much down to the wet winter and work is being undertaken to “slit” the ground around the benches to improve the drainage. Councillor Pam Jones stated that it would appear to be a consequence of a lot of use as the ground had become compacted due to

The number of people using the bench on The Butts.

319 Grounds Team Report

The Committee received a comprehensive report on the Grounds Team's activity since the last meeting and noted the level of detail provided.

NOTED

320 Allotments Report

The Committee received a report from the Administration Officer confirming that the annual rent notifications went out to all plot-holders in November 2017 who had until 31 January 2018 to either renew or relinquish their tenancies. As at the 9 February, 19 plots have been relinquished and 25 overdue letters sent out to plot-holders seeking their intentions to either pay by the 23 February or relinquish their tenancy. This figure had now increased to 22 plots having been relinquished.

The Allotment Sub Committee had met earlier today (on 21st February) and a verbal update given by the Chair, Councillor Sharon Cullen but as the Minutes had not yet been produced details of a number of recommendations will come before the next meeting of the Open Spaces Committee for it to consider.

The first inspection of the forthcoming season will be carried out in March by the Grounds Administration accompanied by the Allotments Administrator with site reps in attendance.

NOTED

321 Sponsorship of Benches

Members learned that the Chairman had received an approach from a resident to install a bench at Windmill Hill, designed in a similar style to the existing benches on the site. Members were requested to approve this request, the costs for which will be borne by the resident. The bench would be maintained by the Town Council and installed under supervision from the Grounds Team.

In response to the increased number of requests received at the Town Hall officers felt it appropriate to put together a simple document to explain the types of bench permitted on each site and the approximate cost of each bench which would be dependent upon location. Additionally details of the permitted wording of inscriptions and details of the maintenance of the bench would be included and a draft policy document was presented to the Committee for consideration. Members agreed that a policy was required and should be published on the council's website.

On the proposal of Councillor Pam Jones seconded by Councillor James Voller it was

RESOLVED to

- 1. Agree to the installation of a memorial bench on Windmill Hill**
- 2. Adopt the Policy as presented for Memorial Benches on council owned land and be available on the council's website**

✓

322 Donation of Funds from Friends of Kings Pond & Ashdell Residents' Association

The Committee welcomed the donation from the Friends of Kings Pond & Ashdell Resident's Association in the sum of £308 towards the cost of installation of a new litter bin for Kings Pond and asked officers to convey their thanks to the organisations. They agreed that the location for the bin should be at the primary feeding station which is popular with families.

On the proposal of Councillor Sharon Cullen seconded by Councillor Voller it was

RESOLVED to
Approve the purchase of a Litter Bin at Kings Pond ✓

323 Football Goals for Holybourne Play Area

Following a meeting of the Holybourne Village Association a request was made to the Town Council for the installation of goal posts at the Holybourne Play Area for the purpose of providing a "kick about" area with goals. The Committee agreed to the request and sought confirmation that the goals purchased should be FA compliant. Councillor James Voller, Holybourne Ward councillor confirmed that there was no requirement to consult further with HVA and that the goals should be ordered. Members further noted that District Councillor Glynis Watts had agreed to fund the purchase of the goals from her District Council grant funding pot.

On the proposal of Councillor James Voller seconded by Councillor Pam Jones it was

RESOLVED to
Approve expenditure in the sum of £495 + VAT for the purpose of two mini (U7 – U10) FA compliant goals for the play area at Holybourne as requested by Holybourne Village Association and seek reimbursement from District Councillor Glynis Watts as agreed. ✓

324 Update Reports

Members received the following update reports:

(i) Public Spaces Protection Orders

The Senior Animal Welfare Officer at East Hampshire District Council had provided an update as follows:

"At the moment there is no confirmed consultation process method as it is still a work in progress. As well as the Community Forum's, all forty Town and Parish Councils within East Hampshire, the County Council, South Downs National Park and EHDC itself need to be consulted too in respect of appropriate PSPO's for their land holdings.

As soon as a decision has been made in respect of the format of the consultation process I will update you."

(ii) Path for Park and Stride at Anstey Park

The final plan has been prepared and tender issued at the end of January. A planning application for tree work in a Conservation Area has also been submitted. It is anticipated that the work is likely to be carried out in early May. Tony Cailes is project lead for this initiative.

(iii) Netball Courts at Anstey Park

Contractors have been appointed with work due to commence on site on the 2nd April with completion (weather permitting) around the 3rd week of May. The planning application for

the replacement floodlights is due to be determined by EHDC on or before 29th March. The works will be project managed by Hampshire County Council and grant applications remain on-going to offset the additional costs currently being met by the Town Council through CIL. The Town Clerk confirmed that a basket-ball hoop would also feature on the reverse of the netball court wall.

(iv) Land at Lord Mayor Treloar Hospital

Following a closed session item at the last Policy and Resources Committee Meeting, Persimmon Homes have responded to correspondence sent by the Town Clerk stating that they would speak to the other parties but would however anticipate that they will be happy to proceed with a transfer of the public open space land on the former Lord mayor Treloar Hospital site (including the existing play area) to Alton Town Council. On that basis they will organise the tree survey (requested by the Clerk) and the footpath repairs noted.

(v) Play Area at Barley Fields

Members received a verbal update advising that there were a number of snagging issues to be resolved before a post installation certificate could be issued and until resolved the play area will remain fenced off. The ground has also suffered as a result of recent heavy rain and will need a few weeks to recover before the site is open for the public to use.

(vi) Wey Walk

Members received the meeting notes from the Wey Walk Working Group Meeting held on 29th January 2018. The Town Clerk is to arrange with Louise Parker to go through the relevant items arising and to walk the route to confirm signage requirements. A copy of the proposed Wey Walk logo had been circulated to councillors prior to the meeting. Resurfacing of existing paths would be undertaken with self-binding gravel. The Committee also heard that highways are progressing, over the next few months, a new pedestrian crossing on New Odiham Road.

(vii) Land at Will Hall Farm

Following a meeting with Redrow Homes last month the Town Clerk produced her report advising it would not be appropriate to take on the lower field at this time or at least until it has been planted up and managed for a period of time. As per the Reserved Matters, Redrow have to undertake the landscaping scheme which they have confirmed they will do and then it will be maintained by their management company for the first two years before a long term management company is put in place. The Town Clerk further advised that there is no commuted sum stipulated in the S106 agreement and even if Redrow were offering the land to the Town Council, which at present they are not, an appropriate commuted sum would need to be paid to make it cost-neutral for the Town Council. Councillor Pam Jones in acknowledging the representation made during the public session stated that she was delighted "we have had the conversation" with Redrow, with the Chairman adding that a good argument had been put forward this evening but that management of such an area including the SUDS required a high level of knowledge of flood management; a skill not currently held within the council; but dialogue on this issue will remain open.

NOTED

325 Kings Pond and Flood Meadows Management Plans

Included in Members bundles was a colour coded version of the maintenance programme for both sites. The costed works for year one have been approved by the Town Council in the

budget for 2018/19 and therefore works will commence in the spring once the programme has been timetabled with the Grounds Team.

NOTED

The meeting finished at 8.15 pm.

ALTON TOWN COUNCIL
OPEN SPACES COMMITTEE – 26th APRIL 2018

ITEM 7 GROUNDS TEAM REPORT

FOR INFORMATION

REPORT BY THE FINANCE AND ADMINISTRATION MANAGER.

A full report is included in Supplementary Papers and is presented to the committee for noting.

ITEM 8 ALLOTMENTS UPDATE

FOR INFORMATION

REPORT BY ADMINISTRATION OFFICER

The annual rent notifications went out to all plot-holders in November 2017 giving plot-holders until the 31 January 2018 to either renew or relinquish their tenancies. This resulted in over 20 plots being relinquished.

Offer letters to new prospective tenants were issued on the 29 March given prospective tenants until the 20 April to take up the offer. As at the 18 April, eight offers have been accepted with four awaiting a response.

The Alton Allotment Association held their Annual General Meeting on the 9 April with the Town Mayor attending. Mr John Pritchard stood down as Chairman after three years and Mrs Katharine Dean was appointed Chairman, Mrs Pat Harding, Secretary and Mrs Maggie Martin, Treasurer.

The first inspection of the season was carried out by the Grounds Administrator during the week of the 9 April. To aid plot inspections new plot identification markers have been purchased and are due to be installed early May.

ITEM 9 WALKERS ARE WELCOME

FOR DECISION

Until 2014, Alton Town Council held the accreditation of being a Walkers are Welcome town. Due to a change in the criterion adopted by Walkers are Welcome whereby a town or parish council could not be the responsible entity and had to be a community/volunteer led entity, unfortunately despite several attempts by the Town Council to retain the accreditation it did in fact lapse.

As part of the continuing drive of both the town council's Footpath Wardens and Ramblers Association a group of enthused volunteers have joined together to form the Alton Walkers' Forum Steering Group and the minutes of their meeting held on 7th April are included in Members' bundles. The Town Council will remain on the circulation list for minutes and Walkers are Welcome is a regular agenda item for update on the Footpath Wardens agenda.

It is proposed going forward that Alton Town Council provide continued support to the group as part of the evaluation of the temporary membership will need to demonstrate their meeting of the current criteria which includes the activities undertaken to promote Alton as a "walking" town. The Walking Festival will prove be an invaluable source for evidential data to this end.

In order to progress matters further, the group is seeking grant support funding from Alton Town Council in the sum of £130; of which £100 is to cover the cost of temporary membership and £30 is for the hosting to the "to be designed" Alton Walkers website.

RECOMMENDATION: Members are requested to approve of a small grant funding of £100 to cover the temporary membership to Walkers are Welcome and £30 for the website licence.

ITEM 10 ALTON RUGBY FOOTBALL CLUB PROPOSAL

FOR DECISION

Enclosed in Members bundles is a proposal from Alton Rugby Club in respect of proposed improvements to Pitches 1 and 2 and the training pitch at Anstey Park. Since the report was written by ARFC there have been a couple of alterations to the proposal which is now seeking to include pitch 2 in the works (it was originally just pitch 1)

The resources requested from this committee are therefore as follows:

- 1) Use of 1 x groundsman / senior manager for 12 days (2 x one week, spring and autumn and 1 x weekend in June) for vertidrainng, sanding, seeding and feeding together with the tractor (and trailer, seeder, etc.. as required). Work in Spring to start on the 14th May.
- 2) In addition this will need to be preceded by two days' work the previous week on the mower to get the grass to the recommended length before undertaking the vertidrainng.
- 3) Purchase and application of the weed/feed and seed regime recommended by Mr Kent (Head Groundsman at Twickenham). Utilising the preferential rate offered to ARFC by the RFU price list puts the cost of the seed at £1,181.25 per pitch and the fertiliser at £228.75 per pitch. Total for Spring and Autumn £4,230 plus labour and equipment to apply.

ARFC will pay for the hire of the vertidrainner, 360 tonnes of sand and additionally a SISIS Quadraplay machine for ATC ground staff to use for ground maintenance at Anstey Park and any other ATC ground that would benefit from its use. In addition they will pay for the stone materials required for the creation of the drainage holes across Anstey Park to be created during the Rugby Force weekend in June.

This proposal, as is made clear in the report from Mr Kent, requires this work to be undertaken annually so this will be a commitment to the Council going forward if the work helps reduce the drainage issues and improves the pitches. ARFC have been advised that any financial and resource commitment going forward would need to be matched by the club in order be affordable and deliverable.

Total Cost to the Town Council £4,230 plus labour and machinery (approximate cost of use of existing Grounds staff is £2,579)

RECOMMENDATION:

Members are requested to approve

- 1) £4,230 for the purchase of weed, seed and feed as per the report from Mr Kent
- 2) The use of Town Council Grounds staff to undertake the works as described above.

ITEM 11 UPDATE REPORTS

FOR INFORMATION

(i) Public Spaces Protection Orders

A written update from EHDC will be given at the meeting by the Chairman.

(ii) Path for Park and Stride at Anstey Park

Project Engineer Tony Cailes (Havant Borough Council) has updated to confirm that work will commence on Tuesday, 8th May and the work is expected to take 3 weeks to complete.

(iii) Netball Courts at Anstey Park

Refurbishment of the community/netball courts commenced on Monday, 16th April and will take 6 weeks to complete. The project is being managed by Miles Rankine, Hampshire County Council Landscape and Scandor are the contractors appointed to carry out the work. Planning permission has been granted for the replacement floodlights which are also to be installed. During the refurbishment, the contractors will have a small compound to the west of the courts and ground protection matting has been installed to allow deliveries into and onto the site. Scandor will operate between the hours of 7.30 a.m. and 4.00 p.m. Monday to Saturday and contact details will be clearly displayed on site in case of need. Whilst the refurbishment is being undertaken, the informal access through the hedge off Anstey Road will be closed temporarily and notices put up to this effect.

(iv) Wey Walk

A report is included within Members bundles for information.

(v) Parterre Garden

This item straddles both the Open Spaces committee and the Community & Events, having been a project for consideration under the latter and therefore an update will be presented to both committees for information.

The Parterre Garden itself has been completed and has been planted out with 178 Yew Tree hedging plants and 32 David Austen "Little Pet" roses selected for their resilience to disease and appropriate for planting in sheltered areas. The centre piece of the Parterre Garden is the restoration of the second Miss Belles Fountain which was "placed" in the Public Gardens when no other solution could be agreed under the former Alton Urban Council.

The fountain which when fully restored will be a drinking fountain and although the water supply has been installed up to the edge of the fountain itself the refurbishment of the structure and internal mechanism is yet to be undertaken. The bronze plaque and finials have been ordered and it is now a question of the supplier confirming when all parts are ready for installation.

Councillors will be aware from their recently published copy of *The Altonian* that invitations were extended to sponsor a rose at a cost of £50 which included a citation on the interpretation panel which will be installed in the garden. At the time of publishing the Agenda papers, 21 have already been sponsored.

It is still the aim for the Mayor to officially "open" the Parterre Garden on Saturday, 16th June; a date which coincides with the Alton Lions event in the Public Gardens.

ITEM 12 KINGS POND AND FLOOD MEADOWS MANAGEMENT PLANS

FOR INFORMATION

A meeting was held with the Steering Group on Monday 16th April. It is anticipated that the notes from the meeting will be circulated to Members before this evening's Committee Meeting.

In Summary, the group agreed a draft terms of reference, considered who is authorised to work at Flood Meadows and the 2018/19 works programme for the sites, informed by the Management Plan Maintenance Plan.

A quote has been obtained from ADP to install additional CCTV cameras in the Market Square following feedback from the police that given the shape of the "square" and the current swivel camera, the images captured have not always provided them with the evidence required to satisfy investigations.

The proposal before councillors is for a 2 camera IP system to provide improved coverage of the areas (full details of proposal are contained in the supplementary papers. Included in the quotation provided is a 4TB Network Video Recorder with 4 channels, capable of continuous recording for approximately 14 days at 25 FPS. The cameras will be attached to the soffit of the Town Hall (installation is similar to that of existing equipment).

The purpose of the additional camera system is to enhance the current provision in the prevention and recording of crime. The agreed recording length is 14 days which should give adequate time for the police to request any footage, although the recording length can be extended if required at an additional cost. The current CCTV images are stored for 28 days. As there is already signage in place in the Market Square that CCTV is in operation, there is no additional requirement.

Installation in the Town Hall will ensure cabling will be installed at high level through the roof space and cabled down to the location of the NVR following the existing cable run put in place for the existing camera. The new NVR is to be located in the cupboard where existing camera monitors are located together with a supplied monitor.

Councillors should note that this will be a standalone system and not connected to the internet, therefore the images will not be able to be viewed remotely. Any footage can be viewed by the police on the monitor or will need to be downloaded to a USB memory stick using a mouse connected to the NVR. There will be a training requirement of 1 hour on the system and this is included within the quote provided. The quotation is subject to a final site survey should councillors commit to this request for the installation of additional CCTV equipment in the Market Square

RECOMMENDATION: Members are requested to approve the installation of new CCTV at a cost of £1,722.50